

The cycle is based on “**program year**” (beginning at the Annual Conference (December 2002) and concluding the month **prior** to the next Annual Conference (December 2003).

#### **Year 1**

At the annual conference (December 2002) data elements for proposed additions, changes or deletions identified. Must be endorsed by at least 10 Data Coordinators. Ballot sent out in spring (2003). Results posted on NCLIS/LSP website.

#### **Year 2 (FY 2003 data collection)**

At the annual conference (December 2003), training on new and revised data elements (that passed in Year 2003) will be provided. A new or revised data element will be reported on a trial basis by any State Data Coordinator able to do so. Trial data will be electronically released but not published.

#### **Year 3 (FY 2004 data collection)**

The added or changed data element will be reported in the annual data submission and will be electronically released and published.

For more information please see: FSCS for Public Library Data Policy and Procedures for Review of Data Elements:

<http://www.nclis.gov/statsurv/surveys/fscs/aboutFSCS/PolicyandProcedureDataElements.pdf>

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## **New Data Elements (that passed in FY 2003)**

### **1. LEGAL SERVICE AREA BOUNDARY CHANGE**

No edit checks will be associated with this new data element.

#### **Proposed Definition**

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Answer Yes to this question, if there has been any change to the administrative entity's legal service area boundaries during the past year.

Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).

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### **2. ADD PRINT MATERIALS EXPENDITURES, ELECTRONIC MATERIALS EXPENDITURES, AND OTHER MATERIALS EXPENDITURES**

(REDEFINE TOTAL COLLECTION EXPENDITURES TO BE THE SUM OF THESE THREE NEW DATA ELEMENTS & DELETE EXPENDITURES FOR MATERIALS IN ELECTRONIC FORMAT & EXPENDITURES FOR ELECTRONIC ACCESS)

## **Definitions**

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### **Print Materials Expenditures**

Report all operating expenditures for the following print materials: books, serial backfiles, current serial subscriptions, government documents, and any other print acquisitions.

### **Electronic Materials Expenditures**

Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include equipment expenditures that are inseparably bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [NOTE: Based on ISO 2789 definition.]

### **Other Materials Expenditures**

Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new forms.

### **Total Collection Expenditures**

Report the sum of all expenditures for print materials, electronic materials, and other materials.

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## **3. ADD CAPITAL REVENUE**

### **Definition**

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Report all revenue to be used for major capital expenditures. Examples include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; e) library automation systems; f) new vehicles; and g) and other one-time major projects. Include federal, state, local, and other revenue to be used for major capital expenditures. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

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## **4. ADD ELECTRONIC BOOKS, DATABASES, AND CURRENT ELECTRONIC SERIALS**

DELETE MATERIALS IN ELECTRONIC FORMAT (REPLACED BY 3 ABOVE)  
MODIFY BOOK/SERIAL VOLUMES TO PRINT MATERIALS

### **Definitions**

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This section of the survey collects data on selected types of materials. It does not cover all materials. Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.

#### **Print Materials**

Report a single figure that includes both of the following:

**Books in print.** Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

**Serial backfiles in print.** Serials are publications issued in successive parts, usually at regular intervals, and intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

#### **Electronic Books (E-Books)**

E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

## **Databases**

Report the number of databases, including locally mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Include such services as EBSCO Host and OCLC FirstSearch, but do not include other electronic serial databases (e.g., Project MUSE, OCLC ECO Project).

Report the number of database licenses (subscription or one-time purchases). Each licensed database product is counted individually even if access to several licensed database products is supported through the same interface (e.g., ProQuest, OCLC FirstSearch).

## **Current Electronic Serial Subscriptions**

Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Report the number of electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), b) on CD-ROM or other portable digital carrier, c) on databases (including locally mounted databases), and d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).

If the above definition is adopted, Current Serial Subscriptions will become Current Print Serial Subscriptions. The definition will then read:

Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

Note: In altering the existing subscriptions data element to become print subscriptions, the reference to microform was removed.

Existing items for other collection formats (i.e., audio, video) remain unchanged.

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## Changes to Existing Data Element

### **1. REPORT ANNUAL NUMBER OF USERS OF ELECTRONIC RESOURCES** (INSTEAD OF USERS OF ELECTRONIC RESOURCES PER TYPICAL WEEK)

#### **Definition**

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Report the annual number of users of electronic resources in the library. Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources.

Note: The number of users may be counted manually using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, that figure should be multiplied by 52 to annualize it.

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## Deleted Data Elements

- 1. ACCESS TO ELECTRONIC SERVICES (Yes-No Question)**
- 2. ACCESS TO INTERNET (Yes-No Question)**
- 3. NUMBER OF INTERNET TERMINALS USED BY STAFF ONLY**